

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF MENDOCINO**

In Re:

**SUBMISSION AND LODGING
OF ADMINISTRATIVE RECORDS**

STANDING ORDER
2022-05

_____/

WHEREAS, parties may lodge Administrative Records, often containing many thousands of pages, associated with their cases filed in the court;

WHEREAS, the court no longer maintains paper case records and has transitioned to electronic records for all cases filed in the Court after January 1, 2022.


NOW THEREFORE, the Court orders the following:

In all matters in which an Administrative Record is lodged with the court, the record must be submitted on a USB flash drive. The USB flash drive must be clearly labeled "ADMINISTRATIVE RECORD" and must indicate the case name, case number, and the name of the party submitting the record.

Upon receipt of the Administrative Record, the Clerk of the Court or designee will indicate the date the record was lodged on the label of the USB flash drive, enter the lodging of the record in the court's case management system, and store the USB flash drive until after the termination of all required appeal periods.

This standing order shall expire on December 31, 2022.

Dated: 5-12-22



JEANINE B. NADEL
Presiding Judge of the Superior Court